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WYOMING

Special Recreation Permit Information for

Guiding and Outfitting

On BLM Administered Public Lands

2004-CC 1936/NF

United States Department of the Interior

BUREAU OF LAND MANAGEMENT
Wyoming State Office
P.O. Box 1828
Cheyenne, Wyoming 82003-1828

In Reply Refer To:
8300 (931)

Dear Visitor Service Partner:

Thank you for your interest in providing outfitter/guide service to visitors of the Bureau of Land Management's (BLM) administered public land. This booklet contains information on obtaining a BLM Special Recreation Permit for your outfitting and guiding activities. Also included is information on procedures for keeping your permit up to date.

The professional services you provide enhance the public's ability to participate in recreation opportunities. We will work with you as a visitor service partner as you venture into your outfitting and guiding activities. We welcome your comments on ways to improve this partnership.

Any questions you have regarding outfitter licensing requirements should be directed to the Wyoming State Board of Outfitters and Professional Guides, 1750 Westland Road, Cheyenne, Wyoming 82002, telephone:
307-777-5323 or 1-800-264-0981.

For information on hunting licensing, please contact the Wyoming Game and Fish Department, 5400 Bishop Blvd., Cheyenne, Wyoming 82006-0001, telephone: (307) 777-4600.

For additional information on BLM's Special Recreation Permits, please contact any of the BLM Field office locations identified on page 8 of this handbook.

Sincerely,

Robert D Ideney

Acting State Director

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Introduction

The basic objectives of the Bureau of Land Management's (BLM) Special Recreation Permit (SRP) system are to satisfy recreation demand within allowable use levels in an equitable, safe and enjoyable manner while minimizing resource impacts and user conflicts. Fees for SRPs are intended to recover at least part of the cost of issuing and administering the permit, plus provide a fair return to the government for the opportunity to make a profit while using BLM administered public lands.

This booklet outlines the basic requirements for SRPs for outfitting and guiding activities on BLM administered public lands in Wyoming. There are also instructions for prospective applicants to follow in applying for a SRP and for completing and submitting required post-season reports.

SRP Requirements

When permits are required...

Permits are required for all commercial outfitting and guiding activities on public lands for business or financial gain. "Commercial use" is defined as the recreational use of the public lands for business or financial gain. When any permittee, employee, or agent of a permittee, operator or participant makes or attempts to make a profit, salary, increase his business or financial standing, or supports, in any part, other programs or activities from amounts received from or for services rendered to customers or participants in the permitted activity, as a result of having the SRP, the use will be considered commercial.

Length and scope of permits

BLM permits authorize commercial use only on public lands managed by BLM. BLM has no authority to permit or regulate recreation use of non-BLM lands (e.g., private, state, National Forest, etc.). For a hunting outfitter permit, the applicant must be able to obtain prior to the actual use period, an outfitters license from the Wyoming State Board of Outfitters and Professional Guides (WBOPG) as required by Wyoming State Law. Currently, only big game outfitters and guides are required to obtain a WBOPG license. If the outfitter does not obtain a WBOPG license, the BLM permit will not be issued or will be null and void if previously issued.

Permits may be issued for periods of one to five years, depending on such things as the type of outfitting activity proposed, the area in which it is to occur, and the past record of the potential permittee. The first year of a multi-year permit is a probationary period. For hunting outfitter permits, the permit authorizes use only in those hunt areas in which the permittee also holds WBOPG area authorizations (see the section on WBOPG authorizations). For fishing, river use, and other outfitting services, the permit authorizes use only on the particular river or public land area in which commercial activities are proposed.

However, only one permit is necessary to operate on the public lands managed by BLM in Wyoming. For example, an outfitter may have WBOPG area authorizations for antelope hunt areas 57 (within the Rawlins BLM Field Office), and 73 (Casper BLM Field Office), and the outfitter may live in Rawlins. He or she need only obtain one permit authorizing use on both hunt areas. The BLM office issuing the permit will contact the other affected offices to ensure that the permit may be issued for areas under their jurisdiction.

Use Fees

There is a minimum nonrefundable yearly fee for commercial permits. Overall, the use fee for a commercial permit is 3% of the gross income or the minimum fee, whichever is greater. The minimum yearly fee is adjusted periodically to reflect changes in fair market value. Check with your local BLM Field Office for the current minimum fee.

The 3% figure may be further reduced due to discounts for time spent off public land and deductions for off-site transportation and lodging costs borne by the outfitter. Table 1 illustrates how time spent off public land would reduce the fees due BLM.

Table 1

Percent of Total Time on Public Lands or Related Waters	Fee Reduction	Multiplication Factor
Less than 5%	80%	.20
5-60%	40%	.60
61-100%	None	None

Deductions shall be allowed for certain transportation and lodging costs borne by the permittee before arrival at the beginning of a trip, and after departure at the end of a trip from a permittee's headquarters or local community. These deductions **DO NOT** include costs incurred between the permittee's headquarters or local community and the public lands, or for costs incurred during the trip regardless of public or private land status. **The permittee is required to provide a signed Trip Log** (form WY 8300-5 located in the back of this booklet)**, signed Operating Plan (form** WY 8300-4 located in the back of this booklet)**, lodging receipts or other information specified by the authorized officer to support requests for fee reductions and deductions.** See *Post Use Reports fee calculations* for more detail.

The minimum yearly fee must be paid in advance of the use season and is nonrefundable. If a permittee's use results in more fees owed to the BLM, the fees will be assessed during the post-use reporting procedures.

For those outfitters who wish to reserve a campsite on public lands, a yearly site reservation fee will be required. This must be paid in advance of the use season. See the section titled Outfitter Camps on Public Lands for the requirements concerning camp location on public land.

Insurance

A property damage, personal injury, and comprehensive public liability insurance policy is required on all commercial permits to provide restitution for damage or injury to participants or spectators, to privately owned resources, and to protect the United States from litigation resulting from actions taken or caused by the permittee or participants.

At a minimum, the permittee shall have in force public liability insurance covering: (1) damage to property in the amount of twenty five thousand dollars ($25,000); and (2) damage to persons (bodily injury or death) in the amount of three hundred thousand dollars ($300,000) per occurrence. The policy shall have a minimum aggregate limit of six hundred thousand dollars ($600,000). The coverage shall extend to property damage, bodily injury, or death arising out of the permittee's operations under the permit, including, but not limited to, the occupancy or use of the lands, structures, facilities, or equipment authorized by the permit. The insurance shall name the United States as additional insured and provide for specific coverage for the permittee's contractually assumed obligation to indemnify the United States. The policy shall also contain a specific provision or rider to the effect that the policy shall not be canceled or its provisions changed or deleted before (30) days written notice by the insurance company to the BLM. The permittee shall indemnify and hold harmless the United States against any liability for personal injury, loss of life, or property damage arising in any way from activities under the permit.

The permittee must submit a valid certificate of insurance covering the authorized activity prior to initiating operations. The authorized officer may require the permittee to furnish a copy of the insurance policy. The name on the insurance policy or certificate of insurance must be the same as the name on the permit. Those permittee's holding insurance policies which only insure the permittee and not the permittee's employees must ensure that their employees also have the required insurance in effect, and that a certificate of insurance is furnished to the authorized officer. For multi-year permits, the insurance need only be valid during periods of actual use.

Bonds

The authorized officer may require the posting of a cash, surety bond, or other guarantee in such amount as the authorized officer determines to be sufficient to defray the cost of restoration, reclamation, or rehabilitation of

public lands affected by the permit. Bonds and guarantees will be returned to the permittee upon satisfactory compliance of permit stipulations, including any reclamation or rehabilitation requirements.

Content of Permit Applications

All permit applications must include:

- Two completed and signed Special Recreation Application and Permit forms (see form 8370-1 in the back of this booklet).
- Highlighted maps showing all proposed use areas on public land. For hunting outfitters, the Wyoming Game and Fish Department maps on their regulations are usually sufficient. For pack trips and wagon trips, the map should show routes, parking areas, and staging areas. For fishing or floating outfitters, show rivers, lakes, etc., and launch/take-out points, if applicable. The authorized officer may require detailed land status maps of use areas.
- Photocopies of all WBOPG area authorizations. If you do not have WBOPG area authorizations at the time of applying for an SRP, you must submit these as soon as possible.
- A certificate of insurance indemnifying the U.S. Government as a coinsured.
- Legal description or map showing proposed camp locations on public land.
- A signed Operating Plan (see form WY 8300-4 in the back of this booklet).

Please check your application to make sure it is completely and accurately filed. Any omissions or errors will delay processing.

WBOPG Authorizations

Hunting outfitters and guides are required to submit all current WBOPG hunt area authorizations to the issuing BLM Field Office by August 1 of each year of a multi-year permit. If supplemental WBOPG hunt area authorizations are obtained after August 1, a photocopy must be sent immediately to the Field Office issuing the permit.

Terms and Conditions

1. General Terms - In addition to the terms included on SRP Form 8370-1, the following general terms are applicable to and made part a part of all commercial special recreation permits.

   A. The permittee shall comply with all Federal , State and local laws, ordinances, regulations, orders, postings, or written requirements applicable to the area or operations covered by the Special Recreation Permit. The permittee shall ensure that all persons operating under the authorization have obtained all required Federal, State, and local licenses or registrations. The permittee shall make every reasonable effort to ensure compliance with these requirements by all agents of the permittee and by all clients, customers, participants, or spectators under the permittee's supervision.

   B. A Special Recreation Permit authorizes special uses of public lands and related waters and, should circumstances warrant, the permit may be modified by the BLM at any time, including the amount of use. The authorized officer may suspend a SRP if necessary to protect public resources, health, safety, the environment, or noncompliance with permit stipulations.

   C. No value shall be assigned to or claimed for the permit, or for the occupancy or use of Federal lands or related waters granted thereupon. The permit privileges are not to be considered property on which the permittee shall be entitled to earn or receive any return, income, price or compensation. The use of a permit as collateral is not recognized by the BLM.

   D. Unless expressly stated, the SRP does not create an exclusive right of use of an area by the permittee. The permittee shall not interfere with other valid uses of the Federal land by other users. The United States reserves the right to use any part of the area for any purpose.

E. The permittee or permittee's representative may not assign, contract, or sublease any portion of the permit authorization or interest therein, directly or indirectly, voluntarily or involuntarily. However, contracting of equipment or services may be approved by the authorized officer in advance, if necessary to supplement a permittee's operations. Such contracting should not constitute more than half of the required equipment or services for any one trip and the permittee must retain operational control of the permitted activity. If equipment or services are contracted, the permittee shall continue to be responsible for compliance with all stipulations and conditions of the permit.

F. All advertising and representations made to the public and the authorized officer must be accurate. Although the address and phone numbers of the BLM may be included in the materials, official agency symbols may not be used. The permittee shall not use advertising that attempts to portray or represent the activities as being conducted by the BLM.. The permittee may not portray or represent the permit fees a special Federal user's tax. The permittee must furnish the authorized officer with any brochure and price list if requested by the authorized officer.

G. The permittee must assume responsibility for inspecting the permitted area for any existing hazardous conditions, e.g. trail and route conditions, land slides, avalanches, rocks, changing water or weather conditions, falling limbs or trees, submerged objects, hazardous wildlife, or other hazards that present risks for which the permittee assumes responsibility.

H. In the event of default on a mortgage or other indebtedness, such as bankruptcy, creditors shall not succeed to the operating rights or privileges of the permittee's SRP.

I. The permittee cannot, unless specifically authorized, erect, construct, or place any building, structure, or other fixture on public lands. Upon leaving, the lands must be restored as nearly as possible to pre-existing conditions.

J. The permittee must present or display a copy of the Special Recreation Permit to an authorized officer's representative, or law enforcement personnel upon request. If required, the permittee must display a copy of the permit or other identification tag on the equipment used during the period of authorized use.

K. The authorized officer, or duly authorized representative of the BLM, may examine any of the records or other documents related to the permit, the permittee or permittee's operator, employee, or agent for up to 3 years after expiration of the permit.

Wyoming BLM Stipulations

In addition to the General Terms and the conditions on the SRP Form 8370-1, the Wyoming BLM has established the following additional stipulations designed to protect the lands or resources involved, reduce user conflicts, or minimize health and safety hazards. These stipulations are a legal part of the permit and must be left attached to the permit. Additional stipulations may be developed by the authorizing Field Office to protect the land resources involved, reduce user conflicts, or minimize health and safety issues. The permittee must have the permit (or legible copy) in possession during use in permittted areas. Please make sure that these are fully understood because failure to comply may result in the loss of permit privileges.

General Stipulations

- A Post Use Report must be returned to the authorized officer by December 31 for every year the permit is in effect (see form WY 8300-3 in back of booklet). If the post use report is not received by Jan. 31 of the following year, the permit will be suspended.

- The applicant/permittee is required to contact private landowners whose property is affected by the use associated with this permit. Evidence that permission has been obtained to use private property must be available upon request.
- No alterations to the intended use area will occur without first contacting the authorized officer for permission to revise the permit.
- The permittee must notify the authorized officer immediately of any supplemental area authorizations obtained from the WBOPG.
- This permit shall not be construed in any way so as to prevent public use or access on any public land except as expressly allowed under this permit.
- If use exceeds the minimum yearly fee, an additional payment will be required. This permit will only remain valid if annual fees have been paid.
- The applicant/permittee is required to provide the authorized officer with a copy of a valid insurance policy or proof thereof for as long as the permit remains in effect.
- All motor vehicles will remain on existing roads and trails or in accordance with existing off-road vehicle designations.
- If a permittee's performance is found to be unsatisfactory, the authorized officer can modify or revoke this permit at any time.
- Only signs authorized by the BLM in writing will be permitted on public lands.
- There will be no harassment of livestock, wildlife, wild horses, or destruction of private and public improvements such as fences and gates. Gates will be left open or closed, as they were found.

Overnight Use

- The applicant/permittee will not establish a campsite for overnight use on public lands without first notifying and receiving approval from the authorized officer.
- No permanent structures or improvements will be allowed to remain after the permitted use. This includes such things as corrals, picnic tables, hanging poles, etc.
- All camps will be located at least 100 feet from live water. Camps will be out of sight of trails, roads, and other campers, where possible.
- Camps and use areas will be maintained in a neat and clean condition with no litter.
- All noncombustible refuse and all unburned combustible refuse must be carried out of the area and disposed of in a county approved disposal site. Burying garbage in garbage pits is prohibited.
- The use of small portable toilets is encouraged. When necessary, sanitation facilities will consist of a slit trench or pit toilet 8 to 10 inches in diameter and 6 to 18 inches deep. Facilities will be placed in porous soil in high ground at least 100 feet from all water sources. After use, fill the hole with loose soil and tamp in the top soil or sod on top. Nothing other than human waste may be deposited in a pit toilet. Use a single large latrine around camp rather than several small ones because of the composting effect.
- Cutting or removing any live plant material is prohibited.
- It is recommended that the use of campfires be kept to a minimum. Stoves are often the best option. Campfires should be small, never left unattended and kept under control. Firewood should not be wasted on excessively large fires.
- Scatter fire rings, firewood, and otherwise attempt to restore the camp location to its apparent natural condition.

Livestock Use

- When feed for livestock is provided by the permittee, it must be certified weed-seed free by the County Weed and Pest Control. It is recommended that weed-free oats or pelleted feeds be used rather than hay. Forage products subject to this weed-free rule includes oats, hay, cubes or other pelleted feeds, straw and mulch.

- When the permittee is authorized to graze riding or pack stock on public lands, fees for that use will be based on rates prescribed for grazing under the regulations for range management.
- All animals will be under control enroute and in camp to protect wildlife, other livestock, and range forage.
- Do not tie, corral, or picket animals within 200 feet of any lake, stream, spring, main trail, or developed campground. If it is necessary to keep stock tied for any length of time, select a site where damage to vegetation is minimized.

Where to Apply

Applications should be filed with the BLM Field Office administering the public lands where most of the proposed use would occur. However, applications may also be filed at the BLM Field Office nearest the outfitter's home address or headquarters. For BLM Field Office locations, please refer to the directory located in this booklet. General information may be obtained from the BLM Wyoming State Office listed in the directory.

Post Use Reports and Fee Calculations

General

Post Use Reports are used to determine if further fees are due BLM and to document the amount of visitor use on public land. Post Use Reports must be submitted to the office which issues the permit by December 31 for every year the permit is in effect (see form WY 8300-3 in back of booklet). Make sure that you sign and date the form.

Instructions for Completing the Post Use Report

Use fee calculations:

Item 1. Total gross income:
This is the total of all receipts from your permitted activity.

Item 2. Deductions:

Note: The permittee is required to provide a signed Trip Log (form WY 8300-5 located in the back of this booklet)**, signed Operating Plan (form** WY 8300-4 located in the back of this booklet)**, lodging receipts or other information specified by the authorized officer to support requests for fee reductions and deductions.**

Transportation costs - enter either the actual amount paid to others or 36.5 cents per mile per vehicle and 97.5 cents per mile per aircraft, to provide transportation for clients to the local community or permittee's headquarters. The intent is to allow adjustments for costs paid or borne by commercial permittees in bringing their clients to local communities or permittee's headquarters prior to the trip, or returning them from such points after the trip.

The intent is **NOT** to allow deductions for transportation costs between the local community or permittee's headquarters and the public lands.

The transportation cost adjustment is to be used for pre and post-trip transportation only. Adjustments for the percent of time spent off public lands discussed below does not apply to pre and post-trip transportation, as this would create a double adjustment. Allowable transportation adjustments apply to both single day and multi-day trips.

For further clarification for calculating the percent of time off public lands use fee adjustment a trip is defined as: The time the hunter, client or participant spent with the outfitter that starts either after the first night's lodging or when the hunter begins participating in the advertised use. The trip is typically advertised by the outfitter as a five day hunt or a three day river trip. Each day of outfitted service is not considered a trip. A trip is usually the cumulation of several consecutive days. A trip ends when the client returns to the outfitters headquarters or lodge for the last night's lodging.

Lodging costs - Enter the actual amount paid for lodging costs paid for or borne by commercial permittees which are inc5urred on non-public lands before or after the permitted activity.

Costs paid for or borne by commercial permittees for lodging on non-public land during the trip may not be deducted; however, the time spent at such lodging may be applied to the percent of time spent off public land.

Items 3, 4 and 5. Self explanatory.

Item 6. Fee adjustment factor:

A deduction will be allowed for time spent off public (BLM) land from the time and date of entry to the time and date of exit. This adjustment will be based on the percent of total time spent on BLM administered public lands. To determine the fee adjustment factor, first determine the percent of time spent on public lands for the permitted activity requiring Trip Log verification, then refer to Table 1 (page 2) to get the multiplication factor. Enter this figure in Item 6.

Item 7. Self explanatory.

Item 8. Use fee multiplier:

This figure will always be .03 (3%).

Item 9. Self explanatory.

Item 10. Amount due BLM:

Subtract minimum fee already paid BLM from Line 9 and enter amount due BLM. If the minimum fee is greater than Line 9, enter 0.

Visitor Use Date

Number of days on BLM:
Enter the number of times your clients spent all or part of a day on BLM land. Count part-days as whole days. For example, if you took a party of hunters to the field, and they spent only the morning on BLM land, it would be counted as 1 day.

Number of participants:
Enter the number of clients you had for the permitted use.

Hunt area used/Number of hunters:
List each hunt area used and the number of hunters you took to those areas. Example: if you took 4 hunters to antelope area 57, 10 to antelope area 62, and 7 to deer area 98, you would enter 57/4, 62/10 on the antelope line, and 98/7 on the deer line.

Annual Evaluation

The BLM will conduct an annual evaluation for all outfitters holding BLM Special Recreation Permits. The evaluation will assess adequacy of permittee performance including payment of use fees, liability insurance policy, performance bonds, operating plans, permit violations, public complaints and other information as appropriate. Four different performance levels are recognized: superior, acceptable, probationary and unacceptable. An Annual Evaluation (form WY 8300-2) is included in the back of this booklet.

Outfitters Camp on Public Lands

Need For Authorization

All outfitter camps on public land must be authorized in advance by the office issuing the permit. Authorization is needed any time a permittee plans to camp on public land, whether it be base camps or "progressive camps." Authorization for a camp is given only for that season of use when it would be used for the permitted activity, but the authorization is valid for the life of the permit. Check with the issuing office to see if outfitter camps may be authorized in the area in which you are interested.

An Operating Plan (see form WY 8300-4 located in the back of this booklet) will be required for overnight outfitter camps. The plan needs to specify the extent of facilities that will be provided and measures that will be implemented to protect resources and reduce safety hazards.

Site Reservation Fee

A yearly site reservation fee will be assessed when a specific area is reserved for a specified time for commercial activities. This fee must be paid advance of the intended use. Where no specified camps are used (e.g.,"progressive

camps") and there are no reservations of the site specifically for the permittee, no site reservation fee is necessary. The intent of site reservations is to ensure legitimate camping use by outfitters.

Non-Use of Camps

The permittee with a reserved campsite may take one year of non-use under a multi-year permit without paying for the camp, if the authorized officer concludes the non-use is beyond the permittee's control.

The permittee must reserve the camp (i.e., pay for its reservation) and physically use the camp the following years of a multi-year permit or run the risk of losing the camp authorization as determined by the authorized officer.

If the authorized permittee takes a non-use year, the camp may be authorized to another outfitter for that particular year; the new outfitter will be required to pay the site reservation fee.

Limited Areas

There are certain areas in which limits have been established on the number of allowable outfitter permittees and/or overnight camps. Check with the appropriate BLM Field Office for the up-to-date information regarding these areas.

Cost Recovery

If more than 50 hours of BLM staff time is required for processing a permit, cost recovery may be charged in addition to the commercial use fee. Applicants should meet with the BLM to discuss cost recovery fees if more than 50 hours, of BLM staff time, are anticipated.

BLM Office Directory

Wyoming State Office
5353 Yellowstone Road
P.O. Box 1828
Cheyenne, WY 82003-1828
(307) 775-6256

Buffalo Field Office
1425 Fort Street
Buffalo, WY 82834-2436
(307) 684-1100

Casper Field Office
2987 Prospector Drive
Casper, WY 82604
(307) 261-7600

Cody Field Office
1002 Blackburn
P.O. Box 518
Cody, WY 82414-0518
(307) 578-5900

Kemmerer Field Office
312 Highway 189 North
Kemmerer, WY 83101-9711
(307) 828-4500

Lander Field Office
1335 Main
P.O. Box 589
Lander, WY 82520-0589
(307) 332-8400

Newcastle Field Office
1101 Washington Boulevard
Newcastle, WY 82701-2968
(307) 746-6600

Pinedale Field Office
432 East Mill Street
P.O. Box 768
Pinedale, WY 82941-0768
(307) 367-5300

Rawlins Field Office
1300 North Third
P.O. Box 2407
Rawlins, WY 82301-2407
(307) 328-4200

Rock Springs Field Office
280 Highway 191 North
Rock Springs, WY 82901-3447
(307) 352-0256

Worland Field Office
101 South 23rd
P.O. Box 119
Worland, WY 82401-0119
(307) 347-5100

☆ U.S. GOVERNMENT PRINTING OFFICE: 2002 — 773-080 / 40014 REGION NO. 8

Form 8370-1
(May 1996)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: September 30, 1998

SPECIAL RECREATION APPLICATION AND PERMIT

(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 8300)

Permit No.

Instructions: Complete Items 1 through 8, and return to appropriate BLM Office. *(Use additional sheets, if necessary.)*

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. Name of person and/or organization

Address *(include zip code)*

Telephone No. *(include area code)* Business

Residence

2. To use the following public lands *(provide name, legal description and/or attach map).*

3. For the following purpose *(provide full description of activity or event including number of anticipated participants and spectators).*

4. During the following times and dates *(specify below)*

ARRIVAL			DEPARTURE		
DATE *(Mon., Day, Yr.)*	TIME		DATE *(Mon., Day, Yr.)*	DEPARTURE	
	AM	PM		AM	PM

5. Type of permit: ❑ Commercial ❑ Non-commercial ❑ Other OHV events with 50 or more vehicles ❑ Other *(list type)* _____
❑ Competitive ❑ Non-competitive ❑ Individual/Private

6. Facilities *(describe facilities including water and sanitation facilities you intend to provide, attach plans and location maps).*

7a. Previous permits: Have you been issued a permit for a previous event or activity (If "yes," answer the following.)

b. BLM Office issuing permit

c. Date of latest permit

d. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of public lands, or is any investigation or legal action pending against you or your organization for use of public lands? ❑ Yes ❑ No *(if "yes," attach details on separate sheet.)*

8. Certification of Information: I CERTIFY That the information given by me in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the authorized officer when the permit is issued.

(Signature of Applicant) (Date)

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

(Signature of Authorized Official) (Date)

PERMITTEE MUST HAVE THIS PERMIT *(OR LEGIBLE COPY) IN POSSESSION DURING USE IN PERMITTED AREAS.*

*U.S. GOVERNMENT PRINTING OFFICE: 1998-673-004/41111

APPLICATION REQUIREMENTS

(The conditions and stipulations required by the authorized officer are checked below)

The following **shall** be submitted before an application is approved and a permit issued. This information **shall** be submitted within days after the date of application:

- ❑ a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- ❑ b. Applicant shall inform other pertinent private landowners and/or public agencies *(law enforcement, highway, fish and game, etc.)*. Bureau of Land Management will contact other authorized users of public lands, etc.
- ❑ c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the minimum amount of (1) $ bodily injury for any one person; $ for any one occurrence; and (2) $ property damage for any one occurrence. The certificate **shall** also state that such insurance is in force and that the insurer will give BLM reasonable notice *(usually 7 days)* prior to cancellation or modification of such insurance.
- ❑ d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of $ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:

(The conditions and stipulations required by the authorized officer are checked below.)

- ❑ 1. This permit is issued for the period specified herein. It is revocable for any breach of conditions hereof or at the discretion of authorized officer of the Bureau of Land Management, at any time upon notice. This permit is subject to valid adverse claims heretofore or hereafter acquired.
- ❑ 2. This permit is subject to all applicable provisions of the regulations (43 CFR Group 8300) which are made a part hereof.
- ❑ 3. This permit is subject to the provisions of Executive Order No. 11246 of September 24, 1965, as amended, which sets forth the Equal Opportunity clauses. A copy of this order may be obtained from the signing officer.
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- ❑ 7. Permittee **shall** take all reasonable precautions to prevent and suppress forest, brush, and grass fires, and to prevent polluting of waters on or in vicinity of the public lands.
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- ❑ 10. Permittee **shall** notify the authorized officer of address change immediately.
- ❑ 11. Permittee **shall** not cut any timber on the public lands without prior written permission from the authorized officer.
- ❑ 12. Permittee **shall** indemnify, defend, and hold harmless the United States and/or its agencies and representatives against and from any and all demands, claims, or liabilities of every nature whatsoever, including, but not limited to, damages to property, injuries to or death of persons, arising directly or indirectly from, or in any way connected with the permittee's use and occupancy of the public lands described in this permit or with the event authorized under this permit.
- ❑ 13. Authorized representatives of the Department of the Interior, other Federal agencies, and game wardens **must** at all times, have the right to enter the premises on official business.
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NOTICE

The Privacy Act of 1974 and the regulation in 43 CFR 2.48(d) provide that you be furnished the following information in connection with information required by this application for a Special Recreation Permit.

AUTHORITY: 43 U.S.C. 1201; 43 CFR Group 8300.

PRINCIPAL PURPOSE: The information is to be used to process your application.

ROUTINE USES; (1) The adjudication of the applicant's request for a Special Recreation Permit. (2) Documentation for public information. (3) Transfer to granting a right in public lands or resources. (4) Information from the record and/or the record will be transferred to appropriate Federal, State, local or foreign agencies, when relevant to civil, criminal or regulatory investigations or prosecutions.

EFFECT OF NOT PROVIDING INFORMATION: Disclosure of the information is voluntary. If all the information is not provided, the application may be rejected.

The Paperwork Reduction Act of 1980 (44 U.S.C. 3501, et seq.) requires us to inform you that:

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This information is being collected to issue a Special Recreation Permit under 43 CFR Group 8300.
This information will be used to facilitate correspondence with the applicant and to analyze the environmental impact of the proposed use.
This information is required to obtain a benefit.

Public reporting burden for this form is estimated to average 30 minutes per response, including the time for reviewing instructions, gathering and maintaining data, and completing and reviewing the form. Direct comments regarding the burden estimate or any other aspect of this form to U.S. Department of the Interior, Bureau of Land Management, Bureau Clearance Officer, (DW-101) Denver Federal Center, Building 40, P.O. Box 25047, Denver, CO 80225-0047 and the Office of Management and Budget Paperwork Reduction Project (1004-0119), Washington, D.C. 20503.

Form 8370-1
(May 1996)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: September 30, 1998

SPECIAL RECREATION APPLICATION AND PERMIT

(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 8300)

Permit No.

Instructions: Complete Items 1 through 8, and return to appropriate BLM Office. *(Use additional sheets, if necessary.)*

Type or Print Plainly in Ink

WHEN SIGNED BY AUTHORIZED BLM OFFICIAL, THIS PERMIT AUTHORIZES

1. Name of person and/or organization | Address *(include zip code)*

Telephone No. *(include area code)* Business Residence

2. To use the following public lands *(provide name, legal description and/or attach map).*

3. For the following purpose *(provide full description of activity or event including number of anticipated participants and spectators).*

4. During the following times and dates *(specify below)*

ARRIVAL			DEPARTURE		
DATE *(Mon., Day, Yr.)*	TIME		DATE *(Mon., Day, Yr.)*	DEPARTURE	
	AM	PM		AM	PM

5. Type of permit: ❑ Commercial ❑ Non-commercial ❑ Other OHV events with 50 or more vehicles ❑ Other *(list type)* _____
❑ Competitive ❑ Non-competitive ❑ Individual/Private

6. Facilities *(describe facilities including water and sanitation facilities you intend to provide, attach plans and location maps).*

7a. Previous permits: Have you been issued a permit for a previous event or activity (If "yes," answer the following.)

b. BLM Office issuing permit | c. Date of latest permit

d. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of public lands, or is any investigation or legal action pending against you or your organization for use of public lands? ❑ Yes ❑ No *(if "yes," attach details on separate sheet.)*

8. Certification of Information: I CERTIFY That the information given by me in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the authorized officer when the permit is issued.

(Signature of Applicant) (Date)

Title 18 U.S.C. Section 1001, makes it a crime for any person knowingly and willfully to make to any department or agency of the United States any false, fictitious, or fraudulent statements or representations as to any matter within its jurisdiction.

This application is hereby approved subject to the conditions and special stipulations on reverse and any attachments.

(Signature of Authorized Official) (Date)

PERMITTEE MUST HAVE THIS PERMIT *(OR LEGIBLE COPY) IN POSSESSION DURING USE IN PERMITTED AREAS.*

*U.S. GOVERNMENT PRINTING OFFICE: 1998-673-004/41111

APPLICATION REQUIREMENTS

(The conditions and stipulations required by the authorized officer are checked below)

The following **shall** be submitted before an application is approved and a permit issued. This information **shall** be submitted within days after the date of application:

- ❑ a. A topographic map, showing area of proposed use with routes, parking, staging areas, proposed improvements, and other points of intensive use specifically identified. U.S. Geological Survey topographic quadrangle maps are available from USGS offices and from numerous private concerns. *Planning unit maps* are also available at most BLM District Offices to help determine land ownership patterns.
- ❑ b. Applicant shall inform other pertinent private landowners and/or public agencies *(law enforcement, highway, fish and game, etc.)*. Bureau of Land Management will contact other authorized users of public lands, etc.
- ❑ c. A certificate from an insurer that comprehensive insurance has been obtained for this use or event in the minimum amount of (1) $ bodily injury for any one person; $ for any one occurrence; and (2) $ property damage for any one occurrence. The certificate **shall** also state that such insurance is in force and that the insurer will give BLM reasonable notice *(usually 7 days)* prior to cancellation or modification of such insurance.
- ❑ d. An acceptable bond, surety, cash deposit, or other acceptable guarantee of payment in amount of $ to secure payment of the special recreation use fee and/or mitigation of damages.

PERMITS SUBJECT TO THE FOLLOWING CONDITIONS:

(The conditions and stipulations required by the authorized officer are checked below.)

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Form 8370-1
(May 1996)

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT

FORM APPROVED
OMB NO. 1004-0119
Expires: September 30, 1998

SPECIAL RECREATION APPLICATION AND PERMIT

(43 U.S.C 1201; 43 U.S.C. 1701; 16 U.S.C. 460 L-6(a); and 43 CFR Group 8300)

Permit No.

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Type or Print Plainly in Ink

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1. Name of person and/or organization | Address *(include zip code)*

Telephone No. *(include area code)* Business | Residence

2. To use the following public lands *(provide name, legal description and/or attach map).*

3. For the following purpose *(provide full description of activity or event including number of anticipated participants and spectators).*

4. During the following times and dates *(specify below)*

ARRIVAL			DEPARTURE		
DATE *(Mon., Day, Yr.)*	TIME		DATE *(Mon., Day, Yr.)*	DEPARTURE	
	AM	PM		AM	PM

5. Type of permit: ❑ Commercial ❑ Non-commercial ❑ Other OHV events with 50 or more vehicles ❑ Other *(list type)* _____
❑ Competitive ❑ Non-competitive ❑ Individual/Private

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7a. Previous permits: Have you been issued a permit for a previous event or activity (If "yes," answer the following.)

b. BLM Office issuing permit | c. Date of latest permit

d. Have you, or your organization, forfeited any portion of any previous permit, bond, or surety submitted for use of public lands, or is any investigation or legal action pending against you or your organization for use of public lands? ❑ Yes ❑ No *(if "yes," attach details on separate sheet.)*

8. Certification of Information: I CERTIFY That the information given by me in this application is true, complete, and correct to the best of my knowledge and belief and is given in good faith. I acknowledge that I (we) am (are) required to comply with any conditions or stipulations that are required by the authorized officer when the permit is issued.

(Signature of Applicant) (Date)

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United States Department of the Interior
Bureau of Land Management
Wyoming State Office

Special Recreation Permit Interoffice Coordination Report

Purpose: The Wyoming BLM's goal of providing one-stop-shopping customer service has created circumstances when applications for SRP's are accepted and processed by a field office in a different location than the proposed use. The purpose of this report is to provide all field offices affected by a proposed SRP use, the opportunity to comment on those uses.

AUTHORIZING OFFICE (complete this section)

SRP Applicant: _____ SRP Number: _____
Address: _____
Phone: _____
Proposed Uses: _____

Field Offices Affected By Proposed Uses: _____

Hunt Areas (please list areas):
Antelope: _____ Lion: _____
Deer: _____ Elk: _____
Bear: _____ Moose: _____
Sheep: _____ Fish Areas: _____
List additional hunt areas here. _____

Rivers/Segments: _____
Trails/Segments: _____
Overnight Base Camp Locations (legal or map): _____
Issuing Field Office: _____
Application Processed By: _____ Date: _____

AFFECTED FIELD OFFICE (complete this section)

Reviewed By: _____ Date: _____
Affected Field Office: _____
Comments (including recommended SRP stipulations): _____

Instructions:

1. Authorizing Office contacts affected offices prior to issuing permit. If coordination can be accomplished by a phone call to the affected office, please document results.
2. Authorizing Office completes "AUTHORIZING OFFICE" section of this report and sends a copy or places a phone call to each affected field office for review and comment.
3. Each affected field office reviews proposed use, makes comments (within 2 weeks), keeps a copy for their file and returns report to the authorizing office.
4. Comments and stipulations from affected field offices are included in SRP and Interoffice Coordination Report is filed in the permittee's file by the authorizing office.
5. If the permittee requests overnight uses/camps/or facilities outside of the issuing office's jurisdiction, permit should not be approved until interoffice coordination is complete.

Note: Copies of the SRP Application, Operating Plan and Map should be mailed to affected field office for complex or controversial recreation use proposals.

INTEROFFICE COORDINATION IS REQUIRED IN ORDER TO KEEP THE SRP VALID.

THANK YOU!

WY 8300-1 (7/99)

United States Department of the Interior
Bureau of Land Management
Wyoming State Office

Special Recreation Permit Annual Evaluation

Outfitter: _____ **Year:** _____
Business Name: _____ **Expires:** _____

1. Insurance: Expiration Date: _____ Current: ❑ Yes ❑ No
   Acceptable Limits: Liability: _____ ❑ Yes ❑ No
   Property: _____ ❑ Yes ❑ No
   U.S. named insured/co-insured/additional? ❑ Yes ❑ No

2. Fees Paid? ❑ Yes ❑ No

	Date	Amount
Credit Forward	_____	_____
Previous Balance Due	_____	_____
Minimum Annual Fee	_____	_____
Campsite Reservation Fee	_____	_____

3. Operations conform with operating plan? _____ ❑ Yes ❑ No
4. Performance bond status effective? Expires: _____ ❑ Yes ❑ No
5. Post Use Report in on date: _____ Correct: ❑ Yes ❑ No
6. Wyoming State Board of Outfitters & Professional Guide license in file? ❑ Yes ❑ No
7. Number of days on BLM land: _____ Number of participants: _____
8. Free of violations or public complaints? _____ ❑ Yes ❑ No
9. On-the-ground inspection completed for overnight camps? _____ ❑ Yes ❑ No
10. Outfitter performance rating: ❑ Yes ❑ No
    ❑ Superior ❑ Acceptable ❑ Probationary ❑ Unacceptable
11. Superior Outfitter Performance Documented? (Note in Comment Section) ❑ Yes ❑ No
12. Permittee sent results of Annual Evaluation? _____ ❑ Yes ❑ No

Comments: _____

Annual Evaluation Completed By: _____ Date: _____

Annual Evaluation Approved By: _____ Date: _____

WY 8300-2 (9/93)

United States Department of the Interior
Bureau of Land Management
Wyoming State Office

Special Recreation Permit Post Use Report

Due Date: Permit holders need to submit a Post Use Report December 31, annually

Name: _____ **SRP #** _____ **Use Year**_____

Use Fee Calculations: (Instructions on reverse)

1. Total Gross Income (a) ..... _____
2. Deductions (b) Transportation Costs ..... _____
3. Deductions (b) Lodging Costs ..... _____

Note: Documentation in the form of copies of receipts must be included with the Post Use Report to claim deductions for transportation or lodging. - See instructions on reverse.

4. Total Deductions ..... (line 2 plus line 3) _____
5. Line 1 minus line 4 ..... _____
6. Percent of total use that occurred on BLM land ..... _____

Note: Documentation in the form of a Trip Log must be included with the Post Use Report to support request for a deduction for non public land use. - See instructions on reverse.

7. Fee adjustment factor (c)..(enter .2, .6 or 1.0,) ..... _____
8. Adjusted Gross Income (line 7 times line 5) ..... _____
9. Use fee multiplier (d) ..... .03
10. Use fee (line 8 times line 9) ..... _____
11. Prepaid minimum annual fee is $80.00 (for period 3/2002 till 3/2005) ..... _____
12. Other prepaid fees ..... _____
13. Add lines 11 and 12 ..... _____
14. Subtotal (e) (line 10 minus line 13, if less than $0 enter $0) ..... _____

Note: Minimum fee is due before next use year starts.

15. Next year's minimum annual fee **($80)** ..... _____
16. Reserved campsite fee ($160 each site) ..... _____
17. **Total amount due BLM (add lines 14, 15 & 16)** ..... _____

_____ Permittee

_____ Date

Use Fee Calculation Instructions

(a) **Total Gross Income** – This is a total of all receipts from your permitted activity.

(b) **Deductions**

Transportation Costs – Either the actual amount paid to others or the current mileage rate allowance that the General Services Administration (GSA) allows for advantageous use of a privately owned vehicle, for government travel will be allowed for the permittee to provide client transportation to the local community or the permittee's headquarters. The intent is to allow adjustments for costs paid or borne by commercial permittees in bringing their clients to local communities or permittee' s headquarters prior to the trip, or returning them from such points after the trip.

The intent is NOT to allow deductions for transportation costs between the local community or permittee's headquarters and the public lands.

This transportation cost adjustment is to be used for pre-trip or post-trip transportation only. The percent of total time adjustments discussed in (c) below does not apply to pre- and post-trip transportation, as this would create a double adjustment. Allowable transportation adjustments apply to both single day and multi-day trips.

Lodging Costs – The actual amount paid. Lodging costs paid for or borne by commercial permittees which are incurred on non-public lands before or after the permitted activity may be deducted.

Costs paid for or borne by commercial permittees for lodging on non-public land during the trip may not be deducted; However, the time spent at such lodging may be applied to the percent of time eligible for a fee reduction, as discussed in (c) below.

NOTE: The permittee is required to provide a signed BLM Trip Log, Operating Plan, lodging receipts or other information specified by the authorized officer to support requests for fee reductions and deductions.

(c) **Non-Public Land Use** – A deduction will be allowed for time spent off BLM administered public land from the time and date of entry to time and date of exit. This adjustment will be based on percent of total time on public lands from the following table:

Percent of total time on (BLM) Public Lands	Fee Reduction	Fee Adjustment Factor (for use on Pg. 1, part 5b)
Less than 5% (1 hr. 15 min. per 24 hr.day)	80%	.20
5-60%	40%	.60
61-100%	None	1.00

(d) **Use Fees** – will be three 3% (percent) of the permittee's adjusted gross income.

(e) **Amount Due** – Permittees must pay a minimum annual fee of $80.00 (starting in 1999) paid in advance for each year the permit is in effect. The actual permit fee will be $80.00 or 3% of adjusted gross income, whichever is greater. Payments in excess of this amount will be carried over to the following year, unless a refund is requested.

ANNUAL COMPLETION OF THIS POST-USE REPORT IS REQUIRED IN ORDER TO KEEP YOUR SRP VALID.

Thank You!

United States Department of the Interior
Bureau of Land Management
Wyoming State Office

Operating Plan for Commercial Outfitters and Competitive Permittees

(Addendum to Bureau Form 8370-1)

BLM Permit,# _____
(Agency Use Only)

This operating plan is what BLM uses to decide whether to issue you a permit. Once the permit is issued, this plan along with your compliance with permit stipulations will be evaluated at the end of the year/event.

COMPANY _____ **DATE** _____

Check all items that apply and fill in the blanks with details. If additional space is needed, attach supplemental pages. If a section does not apply, indicate with N/A.

1. **Company Information**: (Circle one) Individual Partnership Corporation
   a. Owner/Partner(s)
   Names: _____
   _____
   b. Phone number where messages are regularly picked up: (_____) _____ Cell (_____) _____
   c. Other contact if you are unavailable (emergencies only):
   Name: _____ Phone (_____) _____
   d. Do you use radio communications for operations or emergencies? ❑ Yes ❑ No
   e. If yes, what frequencies do you use? _____ _____ _____ _____
   f. Year company was established: _____ Years with current owner: _____
   g. What services does your company offer that is unique for clients/visitors on public lands?
   _____
   _____
   _____
   _____

2. **Estimate the amount and season of use expected this year.** This can be done by day, week, season, month, or type of activity. (Attach another sheet if needed.)

ACTIVITY	USE DATES BEGIN	END	EST. TOTAL # OF CLIENT DAYS	LOCATION
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____
_____	_____ to	_____	_____	_____

3a. River Related Services and Competitive Events (List # of craft owned and check all other services provided): If you are not providing services on rivers, please go on to #3b.

❑ Boating: ❑ Oar Rafts ❑ Canoes ❑ Kayaks ❑ Inflatable Kayaks ❑ Motorboats ❑ Jet Skis
❑ Drift Boats ❑ Paddle Boats ❑ Other: _____
❑ Fishing ❑ Photography ❑ Shuttle Service
❑ Instructional Classes (Describe): _____
❑ Services for People with Disabilities (Describe): _____
_____
❑ Competitive Event (Describe): _____
❑ Other (Describe): _____

b. Duration: ❑ Day Use ❑ Overnight Use

c. Do you rent boats or other equipment? ❑ Yes ❑ No
If yes, describe: _____
_____
_____

d. Location where you propose to operate:

RIVER NAME/SECTION	PUT-IN	TAKE-OUT	FREQUENT STOPS/CAMPS

4a. Upland Outfitting and Competitive Events (Check all that apply):

❑ Guide Service ❑ Deer/Elk ❑ Lion/Bear ❑ Fishing ❑ Other Game
❑ Packing Service (camps, game, etc.) ❑ Horseback Trail Rides ❑ Mountain Bike Rides
❑ Cross Country Skiing ❑ Snowmobile Tours ❑ 4-W Drive Tours ❑ Horse & Pack Animal Rent/Deliv.
❑ Services for People with Disabilities (Describe): _____
_____
❑ Competitive Event (Describe): _____
_____
❑ Other (Describe): _____

b. Duration: ❑ Day Use ❑ Overnight Use

c. Are you proposing to set up temporary facilities, caches, or staging facilities? ❑ Yes ❑ No
(Please list by Township, Range, Section and subdivision to nearest 40 acre parcel.)

Location	Dates of Use	BLM, USFS, State, or Private Lands?
	___ to ___	
	___ to ___	
	___ to ___	
	___ to ___	
	___ to ___	
	___ to ___	

d. Are you proposing to set up base camp or spike/drop camps? ❑ Yes ❑ No If yes, please complete the following and describe facilities that you are providing for each:

	Dates of Use	BLM, USFS, State, or Private Land?
Location: _____	_____ to _____	_____
Facilities: _____		
Location: _____	_____ to _____	_____
Facilities: _____		
Location: _____	_____ to _____	_____
Facilities: _____		
Location: _____	_____ to _____	_____
Facilities: _____		
Location: _____	_____ to _____	_____
Facilities: _____		

(Camps and facilities located on BLM public lands are subject to BLM Field Office Manager's approval.)

e. Are you requesting authorization to camp more than 14 days at one place? ❑ Yes ❑ No

Location: _____	_____ to _____	_____
Location: _____	_____ to _____	_____
Location: _____	_____ to _____	_____
Location: _____	_____ to _____	_____
Location: _____	_____ to _____	_____

5. Pack and Riding Animals

Do you provide riding horses? ❑ Yes ❑ No Do you provide pack animals? ❑ Yes ❑ No

Type(s) available: Write in # Horses _____ Mules _____ Other _____

Describe how animals are fed, watered, and controlled when on the public lands (corrals, tethers, etc.):

_____

_____

_____

6. Transportation: List all vehicles used - trucks, buses, vans, trailers, ATVS, snowmobiles, etc.:

Year	Make	Model	Type	Color	License or Snowmobile Registration #	State

7. Food/Beverages

a. Do you provide food? ❑ Yes ❑ No

Check if provided: ❑ Breakfast ❑ Lunch ❑ Dinner ❑ Snacks

b. Cooking facilities (Check all that apply): ❑ Stove ❑ Wood Fire ❑ Charcoal Fire ❑ Firepan

c. Do you provide potable water? ❑ Yes ❑ No

If yes, check method: ❑ Bottled Water ❑ Filter ❑ Boiled ❑ Chemicals ❑ Other: _____

8. Sanitation

Toilets (check): ❑ Pit ❑ Portable ❑ Chemical ❑ Carryout ❑ Other: _____

If human waste is carried out, please describe:

Solid Human Waste Removal _____

Liquid Human Waste Practices _____

9. Safety and Rescue information

Check safety and rescue equipment carried on each trip (Indicate # of item or check all the apply)

❑ First Aid Kits ❑ First Aid Station ❑ Signaling Device ❑ PFD's ❑ Fire Extinguisher

❑ Spare Motor ❑ Throwable Rescue Device ❑ Other: _____

10. Persons that are authorized to represent your business: (List the name, address and position of all employees, guides, part time, and contracted help): Attach another sheet if needed.

Name	Address	Position

List must be updated within 2 weeks of hiring or firing employees.

11. Background information: List other permitted areas or rivers (Please include the authorizing state or federal agency and office location.) _____

_____

In the past two years, have you or any of your company representatives or employees been convicted of a federal, state, or local violation in connection with guide/outfitting operations or associated activities? ❑ Yes ❑ No

Have you had a BLM or USFS permit denied, suspended, or revoked? ❑ Yes ❑ No

If yes to either question, explain: _____

_____

_____

I certify that the information given by me in this application is true, accurate, and complete to the best of my knowledge. I acknowledge that I (we) am (are) required to comply with requirements and stipulations on Form 8370.1 and any additional stipulations that are required by the authorized officer when the permit is issued. I further understand that the provision of false information, or the failure to keep this Operating Plan or other permit information updated, are grounds for probation, suspension, or revocation of the permit.

_____ Permittee/Applicant

_____ Date

United States Department of the Interior
Bureau of Land Management
Wyoming State Office

Special Recreation Permit Trip Log

[1]Permit Area: _____

Name: _____ Reporting Period: _____ to _____

Company Name: _____ _____ _____ Page _____ of _____ pages

A Trip Log must be completed and submitted as specified to support requests for fee reductions and deductions for non-public land use. Use as many copies as needed. Please review each of your submissions carefully; this information will be used by BLM to verify use fee deductions. Use dates and locations are very important. All trips involving public lands must be logged on this sheet when required by your permit.

Entry Onto Public Lands			Exit Off of Public Lands			Use Fee Deduction Data	
Date (Day)	Time (Hour)	Location[1]	Date (Day)	Time (Hour)	Location[1]	Total Time on Public Lands (hours)	Percent of Time on (BLM) Public Land (%)[2]
TOTALS							[3]

[1] Identify location area by species/hunt area, river stretch, or other identifying characteristics.
[2] Total non-public land use adjustment claimed for each day.
[3] AVERAGE % (add each trip percent of time on BLM lands and divide by the number of entries to obtain the average percent of total time).

I certify that the information provided by me in this Trip Log is true, accurate, and complete to the best of my knowledge.

_____ _____
Permittee's Signature **Date**

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WY 8300-5 (7/99)

United States Department of the Interior
Bureau of Land Management
Wyoming State Office

Recommended Wildland Ethical Behavior for Recreational Use of Public Lands

LEAVE NO TRACE

1. **Plan Ahead and Prepare**
   Know the area and what to expect, travel in small groups, select appropriate equipment, and repackage food to reduce litter at the source.

2. **Travel and Camp on Durable Surfaces**
   Concentrate use in popular areas, spread use in remote areas, avoid places where impact is just beginning.

3. **Dispose of Waste Properly**
   Dispose of human waste responsibly, minimize soap and food scraps in waste water, avoid contaminating water sources when washing, dispose of fishing and hunting waste appropriately.

4. **Leave What You Find**
   Minimize site alterations, avoid damaging trees and plants, leave natural objects and cultural artifacts, avoid disturbing wildlife, reduce your impact on other visitors

5. **Minimize Campfire Impacts**
   Be aware of regulations and weather conditions. Stoves are often the best option. If you must build a fire, use existing fire rings. Collect only dead and downed wood or bring your own.

6. **Respect Wildlife**
   Observe wildlife from a distance, never feed animals, store rations and trash securely, control pets, and avoid wildlife during sensitive times.

7. **Be Considerate of Other Visitors**
   Respect other visitors, be courteous, yield to others, and respect private property.

TREAD LIGHTLY!

1. **Travel only where permitted.**
   Know what areas/roads/trails are open to vehicles.

2. **Respect the rights of others.**
   Be considerate of others on the roads/trail that you travel. Vehicles yield the right-of-way to bicycles, hikers, and horses.

3. **Educate yourself.**
   Obtain information on your destination before you go. If you have questions contact the managing agency of the area(s) you are visiting.

4. **Avoid streams, meadows, wildlife areas, etc.**
   Be aware of wildlife habitat. Crashing through underbrush or across open meadows upsets the balance of nature, destroys nesting sites, and disturbs wildlife.

5. **Drive and travel responsibly.**
   Use common sense. Avoid muddy roads and trails and stay out of meadows and wetlands.

These principles are intended to support and complement BLM regulations. Additional information on the Leave No Trace and Tread Lightly! programs are available at any BLM Office.

Please incorporate these principles of Tread Lightly! and Leave No Trace into your recreation uses.

WY 8300-6 (7/99)

END

11-10-03